

## Temporary Flexible Work Schedule

**Status:** Active Policy  
**Effective Date:** July 1, 2006 through June 30, 2008  
**Revised Date:** N/A  
**Approved By:** J. Stephen Fletcher, CIO  
**Authority:** *Utah Administrative Code, R477-8. Working Conditions*

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### 7.1 PURPOSE

To establish a policy that provides the opportunity for employees and managers to work together to complete their assignments while also providing the opportunity to work a flexible schedule.

#### 7.1.1 Background

Human Resource Management Rule allows employees to select a daily work schedule normally consisting of an eight-hour workday, a 60 minute or a 30-minute lunch period, and a 15 minute break in the morning and the afternoon. Employees may negotiate for flexible starting and quitting times with their immediate Supervisor as long as scheduling is consistent with overtime provisions of the rules.

Flex-time work scheduling is not a haphazard approach where employees work whatever schedule is convenient for them on any given day. Rather, it is intended that the employee and Supervisor work out a schedule that will accommodate any special needs of the employee while allowing the Supervisor to ensure that all aspects of the job functions are covered.

#### 7.1.2 Scope

This policy applies to all employees in the Department of Technology Services (DTS).

#### 7.1.3 Exceptions

None

### 7.2 DEFINITIONS

#### **Regular Shift Hours**

Hours the employee would normally be scheduled to work.

#### **Variable Hours**

- Hours worked outside of the normal 8-hour work day, Monday through Friday, with a 60-minute lunch period; or

- hours outside of the employee's regular shift hours for employees working swing or graveyard shifts.

### 7.3 POLICY

Temporary flexible work scheduling allows agency management the flexibility to schedule employees outside of their regular shift hours. These schedules may be established by the employee's Supervisor to provide adequate work group and office coverage of the Department's functions. A temporary flexible work schedule may be revoked or modified at any time at the sole discretion of agency management, at which time the employee may be assigned to a standard work schedule within their regular shift. Approval of a temporary flexible work schedule does not establish any right, entitlement, or otherwise affect the participating employee's position, salary, or career service status.

Supervisors and employees shall complete a work agreement in writing based on the criteria below. Employees not meeting these criteria shall have their temporary flexible work schedule modified or be assigned to a standard work schedule within the employee's regular shift. Employees with a completed work agreement shall abide by all of the terms of the agreement.

#### 7.3.1 Criteria

- Participating employees are at their assigned work site every workday at the agreed upon time unless on approved leave.
- The employee does not exceed 40 hours per week if in an FLSA non-exempt status. Any hours worked in excess of 40 hours must be pre-approved by the supervisor.
- Each full-time workday shall include a minimum of 30 minutes lunch period. Employee breaks shall not be taken until an employee has worked at least two hours and shall not exceed the 15 minutes allotted twice per workday. Breaks and lunches shall not be adjusted or accumulated to accommodate a shorter workday.
- There will be no loss of efficiency in the assigned tasks of the employee requesting flex-time.
- Service to State agencies and the public will not decrease.
- The employees requesting flex-time can accomplish their work during non-standard times.
- There will be no increase in cost to the Department or its customers.
- There will be no undue hardship on the requesting employee or their co-workers.
- There will be adequate supervision of the employee.

### 7.4 PROCEDURE

Department management has the discretion and authority to approve and implement flexible work schedules where such hours meet the needs of the Department. Upon granting flexible working schedules, management has the responsibility to assure that

employees are productive during time at work and that the business of the Department is not negatively impacted by the employee's agreed-upon schedule.

It is expected that all offices be adequately staffed during normal office hours as negotiated with agency business customers to support service level expectations (i.e., 8:00 a.m. to 5:00 p.m., 6:00 a.m. to 6:00 p.m., etc.

Variable work hours outside of the delegated parameters might include:

- lunch hours of less than 60 minutes;
- 8-hour workdays beginning before 7:00 a.m. or ending after 6:00 p.m.; or,
- workdays of more than eight hours.

The Temporary Flexible Work Schedule Agreement must be completed for any work schedule considered outside of normal work hours. The form is forwarded to the Department Office of Human Resources and a copy is retained for the employee's file at the field office.

The Office of Human Resources will review all flex-time requests to ensure compliance with FLSA.

The immediate Supervisor is responsible for ensuring that the approved schedule is worked consistently by the employee and that daily or weekly changes are not made once the schedule is approved.

Temporary flexible work schedules shall be reviewed by management on a regular basis.

#### APPENDIX A: SAMPLE FORM

The following form is for demonstration purposes only. Contact the Department Human Resources Technician for a current version.

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#### **Document History**

Originator:	Larene Wyss, DTS HR
Next Review:	May 15, 2008
Reviewed Date:	June 14, 2006
Reviewed By:	Larene Wyss, DTS HR

**State of Utah**  
**Department of Technology Services**  
**Temporary Flexible Work Schedule Agreement**

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Upon employee request, permission is granted to \_\_\_\_\_  
(employee)

to work the following temporary work schedule beginning \_\_\_\_\_  
(date)

	Week #1							Week #2							Total Hours
	S	Su	M	T	W	Th	F	S	Su	M	T	W	Th	F	
Begin at:															
Lunch (30 or 60 min)															
End at:															
Daily Hours															

By signing this agreement, the above-named employee agrees to abide by the Department of Technology Services policy regarding temporary flexible work schedules, understanding that abuse of this privilege will mean forfeiture of the flex-time schedule.

This temporary flexible work schedule has been reviewed and approved by the employee's supervisor and the field office IT Director to ensure adequate work group and office coverage of functions during the regular business hours and compliance with state rules regarding meal times and break periods.

The employee understands that the same performance expectations, requirements, and workplace standards shall apply during this temporary period, including but not limited to: completion of assigned tasks, time reporting and overtime requirements, and compliance with workplace rules and policies.

This agreement shall not establish any right, entitlement, or otherwise affect the employee's position, salary, or career service status. This temporary flexible work schedule may be revoked or modified at any time at the sole discretion of agency management and may be assigned to a standard schedule as determined by the supervisor. This temporary schedule agreement will be reviewed on a regular basis.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Field Office IT Director Signature

\_\_\_\_\_  
Date